

RESOLUTION NO. 2022 - 387

A RESOLUTION TO ADOPT RULES APPLICABLE TO CERTAIN CITY BUILDINGS.

Whereas, the Raleigh Municipal Building, One Exchange Plaza building, and the 310 W. Martin Street building all house important parts of City government. Each of these buildings welcomes visitors, employees, and officials; and

Whereas, the primary purpose of these City facilities is to carry out City business; and

Whereas, providing a safe and welcoming environment allows City employees and officials to function effectively and encourages visitors to attend and participate in public meetings and conduct public business; and

Whereas, the City has an important governmental interest in maintaining the security of its citizens, employees, and officials when engaged in the business of the City or are visiting City facilities to conduct public business with the City; and

Whereas, recent events across the nation have reinforced the need for appropriate safety measures and, in light of the City's experience with its existing building rules adopted in Resolution 2019-717, additional measures may advance the important governmental interests served by Resolution 2019-717.

Whereas, the adoption of reasonable building rules advances the interests described above.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RALEIGH THAT:

Section 1. The Building Rules effective August 1, 2022 that are attached as Exhibit 1 are incorporated herein by reference and hereby adopted.

Section 2. Effective August 1, 2022, Resolution 2019-717 is hereby repealed.

Section 3. This resolution is effective August 1, 2022.

Section 4. If this resolution, including any City building rules adopted hereunder, or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the resolution or rules which can be given separate effect and to this end the provisions of this resolution and of the building rules are declared to be severable.

Adopted: July 5, 2022

Effective: August 1, 2022

Distribution: City Manager
Assistant City Managers
City Attorney
Department Heads

EXHIBIT 1

Building Rules (effective August 1, 2022)

The Raleigh Municipal Building, One Exchange Plaza and the 310 W. Martin Street building all house important parts of City government. Providing a safe and welcoming environment allows City employees and officials to function effectively and encourages visitors to attend public meetings and conduct public business. The primary purpose of these City facilities is to carry out City business.

Visitors are welcome to conduct business at any time that these buildings are open to the public. Areas marked “staff only” or “not open to the public” are not open to members of the public unless accompanied by an authorized City employee.

Operating Hours

The Raleigh Municipal Building, One Exchange Plaza and the 310 W. Martin Street building are generally open to the public from 8:15 a.m. to 5:15 p.m. Monday through Friday, except for City holidays. Meeting rooms and building entrances will be open outside these hours while official public meetings are in session, but the remainder of the building will be closed to the public.

Building Security Procedures

The City Manager or the Manager’s designee will establish reasonable security procedures for entry into the Raleigh Municipal Building, One Exchange Plaza and the 310 W. Martin Street building that promote the safety of persons within these buildings. All persons entering these buildings must comply with the building security procedures. These procedures may include the use of screening equipment such as a magnetometer (metal detector), the search of bags brought into these buildings, and other reasonable security procedures.

All persons entering the Raleigh Municipal Building, One Exchange Plaza and the 310 W. Martin Street building are subject to search as permitted by law. This includes but is not limited to all visitors, City staff, contractors, vendors, media, and official guests. All City staff must show a valid City issued photo credential when entering a building. Re-entry into the building for any reason must repeat this process.

Refusal to comply will be grounds to prohibit entry to the building. The discovery of illegal or prohibited items may also result in immediate notification of security staff, City staff, and, if appropriate, law enforcement.

Smoking, Personal Property and Weapons

Smoking is prohibited in all City buildings. There may be areas where smoking is permitted outside of a facility that is identified by signage.

No visitor shall leave or store any unattended personal property at or in any City building, regardless of the property's size. Personal property is any type of property that can generally be moved and includes but is not limited to: purses, backpacks, briefcases, luggage and packages.

Skateboarding, bicycle riding, scooters or operation or possession of any other wheeled device, except for walkers, wheelchairs, or similar devices to assist a person with disability are prohibited in City buildings.

Except as provided by State¹ or federal law, possession of a deadly weapon or ammunition for a weapon is prohibited in a City building. A deadly weapon includes, but is not limited to, a firearm, explosive or incendiary device, knives, dirk, dagger, slung shot, loaded cane, metallic knuckles, razor, shuriken, stun gun, or other deadly weapon of like kind. This prohibition shall not apply to law enforcement with proper identifying credentials, including Raleigh Police Department officers, who are required by policy to carry a duty weapon. Illegal items are any items that are illegal at the city, county, state, or federal level such as explosives, narcotics, and drug paraphernalia. Prohibited items are items that may be legal to possess outside of a City building but are specifically prohibited within City buildings either because of the item itself, its size, or its function. Items include but are not limited to glass bottles, alcohol, and multi-pocketed bags over a specified size and pepper spray containers.

Noise and Misconduct

Visitors whose conduct prevents normal business operations will be asked to stop the behavior for the remainder of their visit at the City facility. Visitors who do not stop the

¹ Under State law, this rule does not apply to the officers listed below. These persons must identify themselves and indicate to the security guard or a Facilities Divisions' liaison the weapon that they will be carrying.

- A. Officers and enlisted personnel of the Armed Forces of the United States when in the discharge of their official duties as such and acting under orders requiring them to carry arms and weapons.
- B. Civil officers of the United States while in the discharge of their official duties.
- C. Officers and soldiers of the North Carolina National Guard when on duty or called into service.
- D. Officers or employees of the State, or any county, city, or town charged with the execution of the laws of the State, when acting in the discharge of their official duties if authorized by law to carry weapons.

behavior will be asked to leave immediately and remain out of the building until the next business day, or potentially longer as explained in the section entitled Compliance with Building Rules. Repeated disruptions prevent City employees and other visitors from carrying out their business and will lead to further appropriate action as is necessary to prevent future disruptions.

Loud noises such as singing, disruptive clapping, shouting, playing instruments, blowing horns or use of sound amplification equipment inside City facilities that impair or interferes with business operations are prohibited. These actions prevent normal business operations and will be addressed accordingly.

Misconduct, which is any act that is likely to result in risk of harm to persons or property, is prohibited. Misconduct can be, but is not limited to, the following:

- Refusing to leave a room or building after being asked to do so.
- Occupying or trying to occupy a space that is designated as not available to the public.
- Littering, dumping, or creating unsanitary conditions.
- Defacing, destroying, or otherwise vandalizing City property including the building, fixtures, grounds, signs, or other City property.

These actions prevent normal business operations and will be addressed accordingly.

Signs, Seating and Fire Code Requirements

Signs, leaflets, posters, flyers, pamphlets, brochures, and written, or graphic material of any kind, structures, banners, and any other objects may not be posted on or affixed to City property.

Visitors may carry into any City building hand-held placards, signs, flags or similar items (collectively called "signs") not exceeding eighteen by eighteen inches (18" x 18") in size. All signs shall be made of cloth, paper, cardboard, or plastic, shall not exceed one-eighth (1/8) of an inch in thickness, shall not have sharp edges or corners and shall not include a handstick. Visitors with signs shall not interfere with others' ability to see and hear and the visitor's use of the sign (without regard to the sign's content) must not otherwise disrupt business proceedings.

The City will make every reasonable effort to provide seating, including overflow seating, if necessary, for public meetings. Fire Code requirements limit the number of occupants in particular spaces. Visitors may not bring personal chairs or personal tables into a City building. Visitors must not obstruct paths of egress. Blocking entrances, exits, fire exits, handicap access areas, public walkways, or obstructing pedestrian traffic or otherwise interfering with the provision of services or the use of City property is prohibited.

Americans with Disabilities Act (ADA) Accommodations

The City offers reasonable accommodations to visitors in accordance with the ADA. Visitors who need assistance for matters related to access, hearing devices, or sign language interpreters should contact the ADA Coordinator and/or communicate needs to the security guard who will contact the appropriate department liaison (Communications Department or Engineering Services – Facilities Divisions)

Animals

The City welcomes service animals, as defined by the Americans with Disabilities Act (ADA). Other animals are not allowed in City buildings.

Media, Cameras, Videos and Staging

Cameras and video equipment are allowed in City buildings. They cannot be used in a manner to obstruct the view of others. Due to Fire Code requirements, no person can stand or record in the aisles of Council Chambers, except in an identified media area. No large cameras, monopods, tripods or selfie sticks are allowed, except in an identified media area. All recordings in a non-public area must be approved by the Communications Department.

Parking

Visitors parking at City buildings are subject to all posted rules. Vehicles shall be parked only in authorized parking areas.

Vehicular traffic is not permitted on the sidewalk or apron around the Raleigh Municipal Building campus. All vehicles parking in the alleyway for more than 15 minutes must obtain approval from Facilities Divisions' liaison. (examples: blood mobile, mammogram)

Deliveries and Contractors

All deliveries shall be routed through the security guard, prior to dropping off packages at the Raleigh Municipal Building, One Exchange Plaza, or the 310 W. Martin Street building. Door propping is prohibited.

For security purposes, all contractors are to communicate with a Facilities Divisions' liaison prior to engaging in any work at any City facility.

Drills and Emergency Events

If a drill is being conducted within a City facility and visitors are present, it is the responsibility of the department receiving the visitors to escort them to a safe location exterior to the building. If City employees evacuate a building, visitors must also evacuate.

In the event activation of an emergency occurs, departments receiving visitors, or the public shall follow standard procedures to ensure their safety.

Compliance with Building Rules

Visitors must comply with these building rules in order to provide a safe environment for everyone who attends meetings, conducts public business, or works in a City facility. If a visitor fails to follow these rules, a City staff member, a chairperson leading a meeting, or another official may intervene.

A failure to follow these building rules can lead to:

- Directions in a public meeting to stop disruptive conduct;
- A warning, written or oral, about the inappropriate conduct;
- Issuance of a Notice of Exclusion from a particular meeting for a specified, reasonable period of time;
- Revocation of a person's permission to enter or remain in designated City buildings and/or on the adjacent premises for a specified, reasonable period of time (a "trespass directive"); and/or
- Arrest or citation for a violation of State law or of the City Code.

As the administrative head of the City, the City Manager or the Manager's designees are authorized to control access to City buildings and property. Accordingly, City administration will establish procedures for exclusion notices and trespass directives.